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MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of January 1959

A. Summary of Cartographic Production and Accomplishments

1. During the month of January, the Cartography Division accepted requests for 122 maps and charts. ORR requests totaled 46; OSI 6, CIA/NIS contributions 11, ONE 7, OCI 14, PIC 2, DD/S 9, DD/P 25, and 2 for the Department of State.

2. The Division completed 85 maps and charts during January, 81 for the Agency and 4 for the Department of State. Cancellations during the month were 7.

3. The NIS Map Coordinator received 91 new job requests during the month, 25 maps from contributors for final printing, 18 for proofing, and 48 maps were requested for rerun by D/GL. A total of 59 maps were sent to reproduction for processing during the month, 13 final NIS maps, 18 for color proofing and 28 reruns for D/GL. Receipts from reproduction totaled 56 maps, 32 final NIS maps, 13 color proofs and 11 reruns. Sixty maps remain in the coordinator's office at the end of January, 23 for final reproduction and 37 rerun requests.

4. The total number of maps and charts in the Division at the end of January was 425, distributed among the Branches as follows:

USSR & Satellites	76
Far East & Western Hemisphere	87
Europe-Africa	58
Special Support	44
Development & Construction	160
(Exclusive of Drafting Sec.)	
Total	<u>425</u>

5. Overtime in the Division during January totaled 46 man-hours, 28 of which were credited against special teaching in OTR. Of the 18 man-hours used in the Division, 6 were in the Special Support Branch and the balance to send NIS work to the Records Center for storage.

B. Administrative Problems and Other Activities

1. The city plan program for DD/P is progressing at an accelerated rate. Ten maps, three of which have been printed, are in various stages of production. The use of these maps in the [REDACTED] as well as by DD/P, is under consideration.

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~~S-E-C R-E-T~~

S-E-C-R-E-T

Monthly Report - Cartography Division
25X1A2g

January 1959

2. The [REDACTED] program progressed during the month to the extent of completion of the first "trip" map. Between 40 and 50 of the "trip" maps are being planned for the coming year.

25X1A9a 3. Conferences were held with representatives of DD/P to plan a series of maps for use in the field and for headquarters training purposes. A prototype map has been started. In addition D/GC agreed to a request that Mr. [REDACTED] be detailed to present a series of lectures on "Simplified Techniques of Sketch Mapping" to be given in a DD/P area from 2 to 6 March.

4. Mr. Murray Berg and Mr. W. B. Hester from Aeronautical Chart and Information Service, St. Louis, spent some time in the Division discussing cartographic problems of mutual interest. These visits of key personnel from ACIC are exceptionally beneficial to D/GC since technical developments in cartography are advancing so rapidly at ACIC.

5. The [REDACTED] contract is currently on schedule. 25X1A5a1
Mr. [REDACTED] is planning a quarterly inspection trip in March or early April.
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S-E-C-R-E-T

A. SUMMARY FOR JANUARY 1959

Agency	Entered	% of Total Entered	Completed	% of Total Completed
CIA:				
DD/I/OKR	46	37%	33	39%
OSI	6	5%	9	11%
HIS	11	9%	12	14%
ONE	7	6%	3	4%
OCI	14	12%	14	17%
PTC	2	2%	2	2%
DD/S	9	7%	1	1%
DD/P	25	20%	7	8%
TOTAL CIA:	120	98%	81	96%
State	1	1%	2	2%
State/HIS	1	1%	2	2%

B. 6 MONTH SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reruns Completed	No. of Rerun Prints
January	122	85	65,317	27	18,465
December	124	89	50,006	29	20,538
November	85	115	50,367	52	40,684
October	147	147	88,124	50	37,707
September	121	90	75,916	37	40,489
August	116	138	91,250	49	33,698
TOTALS:	715	664	420,980	244	191,631

S-E-C-R-E-T

C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	* Number of Processing Jobs	Number of Items
January	2	2	113	19,478
December	2	10	116	32,274
November	7	11	105	30,688
October	3	15	96	10,587
September	5	25	110	32,406
August	8	22	118	35,534
TOTALS:	27	85	658	160,967

* Except for final maps and reruns.

- 3 -

S-E-C-R-E-T

D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	August	September	October	November	December	January
CIA	101	108	112	85	79	69
CIA/MIS	26	15	29	28	3	12
STATE	4	4	6	0	2	2
STATE/MIS	7	6	0	2	5	2
OTHER	0	0	0	0	0	0
TOTALS:	138	133	147	115	89	85

E. SUMMARY OF WORK LOAD, MAPS AND GRAPHS, AS OF 1 FEBRUARY 1959 - Does Not Include Service Jobs

STATUS	GC/S	GC/F	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	4	6	2	16	9	37
In Proof	2	9	12	38	0	61
In Check	16	8	1	18	2	45
In Drafting	19	34	10	88	21	172
In Compilation	35	30	33	0	12	110
TOTALS:	76	87	58	160	44	425

* Excludes jobs assigned to Drafting Section from Compilation Branches.